

# **Level 3 CPC (Certificate of Professional Competence) for Transport Managers (Passenger Transport) March 2024**

## **Examination Date – 8<sup>th</sup> March 2024 Chief Examiner Report.**

### **General Comments**

The report below is intended to give tutors and candidates advice and guidance when preparing for future examinations. It sets out to explain where candidates in this examination were or were not awarded marks for their answers. This report should be read in conjunction with the further guidance given on the Skills and Education Group Awards website.

As is always the case, the pass mark for this paper was set as part of the Awarding process.  
The pass mark was set at 33 and 55.6 % of candidates achieved this level.

The P1 (Multiple Choice) paper was also considered at the awarding meeting and examiners concluded that the pass mark for this paper should be set at 39.  
78% of candidates achieved this mark.

Many of the general comments given below are, unfortunately, having to be repeated in successive reports.

It is important for candidates to note that examiners will always mark the first answer given in the answer booklet, unless it has been clearly crossed out and annotated to show that the candidate has rewritten the answer on a different page. Once again, examiners found a few instances where candidates had rewritten an answer, but not crossed out a previous one.

Candidates should also note that where a question demands a specific number of answers, only this number will be read by examiners and any further answers will not even be considered, even if correct.

It is important that candidates should read and follow instructions given in the notes to each question. For example, in the costing question, the importance of showing all workings, naming each cost and giving a total for each to the nearest penny or in the schedule, always showing a destination for each driving period and always giving times in Local Time.

Comments below for individual questions will explain more fully, the above comments and are designed to assist students and tutors when preparing for future examinations.

## Question 1

You need to contact the secretary of the drama society in Ashford and give her a schedule and a price for her society's proposed visit to Verona in August.

Prepare a drivers' schedule, using the minimum number of drivers, for the outward journey to Verona, starting when the driver(s) begin work at the Aldershot operating centre and ending after their daily rest period, to be taken immediately after unloading in Verona. Departure from Aldershot must be at the latest possible time.

### NOTES

You **MUST** show the destination for each driving period, a clear description of the driver(s)' activity and give the name(s) of driver(s) in the vehicle for each time period.

**Local times MUST be stated throughout**

This drivers' schedule required candidates to firstly determine the number of drivers required to legally operate the service and then work out how to schedule those available.

The case study stated clearly that drivers could only join or leave a coach at one of the company's premises and drivers' hours' regulations mean that in order for a vehicle to be classed as multi-manned, the second driver must join the vehicle within the first hour of the journey. The notes to the question demanded that candidates must give the names of the driver(s) on the vehicle for each time period. Failure to do this cost many candidates a significant number of marks. Many others also lost marks through not scheduling the only available drivers on each part of the journey.

The only way in which this service could have been completed legally was for one of the Aldershot based drivers to take the coach and passengers to Ashford, where the two Ashford based drivers would take over for the remainder of the journey.

A legal schedule is given below.

Start time	Finish time	Activity	Drivers' names
1000	1015	Checks	Joe or Jax
1015	1215	Drive to Ashford	Joe or Jax
1215	1230	Checks/loading	Mo+Pietr
1230	1300	Drive to Folkestone/Channel Tunnel	Mo+Pietr
1300	1345 or 1445	Le Shuttle crossing	Mo+Pietr
1445	1915	Drive to Verona	Mo+Pietr
1915	1945	Break	Mo+Pietr
1945	0015	Drive to Verona	Mo+Pietr
0015	0045	Break	Mo+Pietr
0045	0515	Drive to Verona	Mo+Pietr
0515	0545	Break	Mo+Pietr
0545	0815	Drive to Verona	Mo+Pietr
0815	0845	Unload	Mo+Pietr
0845	1945	Daily Rest	Mo+Pietr

## Question 2

Use the information provided in the case study to calculate the total cost to TC of operating the round-trip journey from Aldershot to Verona and back to Aldershot and the price to be charged to Ashford Drama Society.

### NOTES

You **MUST** show **ALL** of your workings.

You **MUST** name each cost and give a total for each to the nearest penny.

A typical costing question where candidates were required to calculate standing costs and running costs for the return journey to and from Verona, give a total cost for operating the service and finally add the profit markup in order to determine the price to be charged to the client.

The question was generally well answered, apart from the calculation of the total driver cost. Most candidates failed to determine the correct number of 'driver days' to be charged. The return journey involved one driver for two part-days to drive the empty coach from Aldershot to Ashford and back at the beginning and end of the journey and two drivers for three days, driving from Ashford to Verona and back, making a total of eight driver days to be included in the costing. When marking, where candidates had calculated an incorrect total cost, a correctly calculated mark-up was credited with one mark.

A correct calculation is shown below.

<b>Depreciation</b>	$\text{£}22,000/250 \times 3 =$	<b>£264.00</b>	
<b>Other standing costs</b>	$\text{£}23,750/250 \times 3 =$	<b>£285.00</b>	
<b>Driver wages</b>	$8 \times \text{£}130.00$	<b>£1,040.00</b>	
<b>Distance</b>	<b>2,740km</b>		
<b>Fuel calculation</b>	$2,740 \div 4 =$ OR $\text{£}1.30 / 4 =$	<b>685 litres</b>  <b>£0.325/litre</b>	
<b>Fuel</b>	$685 \text{ litres} \times \text{£}1.30 =$	<b>£890.50</b>	
<b>Maintenance</b>	$2740 \times \text{£}0.25$	<b>£685.00</b>	
<b>Tyres</b>	$2740 \times \text{£}0.03$	<b>£82.20</b>	
<b>Expense allowance</b>	$\text{€}80 \times 0.80 = \text{£}64 \times 2 \times 2 =$	<b>£256.00</b>	
<b>Le Shuttle and tolls</b>		<b>£750.00</b>	
<b>Total cost</b>		<b>£4252.70</b>	
<b>Markup</b>	<b>20%</b>	<b>£ 850.54</b>	
<b>Price to customer</b>		<b>£5103.24</b>	

### **Question 3**

**You will need to make an application to the Traffic Commissioner to register the proposed new Local Bus Services.**

**(a) Outline the TWO ways in which this can be done**

**(b) Give SIX items of information which must be included with your application.**

Many candidates did not read this question carefully and in part (a), outlined how an operator licence application could be done and in part (b), gave items of information to be included with an operator licence application.

Those candidates who read the question correctly, answered it very well and many were awarded all of the available 8 marks. Answers to both parts are readily available in most sets of training notes.

### **Question 4**

**In order to calculate the cost of operating the Local Bus Services described in the case study and to be able to work out the fares to be charged you will need to calculate the number of buses and drivers required.**

**Using the information in the case study:**

**(a) Calculate the minimum number of buses required to operate the three Local Bus Services, Routes 1, 2 and 3 without interworking any of them.**

**(b) Calculate the minimum number of drivers required to operate the 3 Local Bus Services each week, using the number of buses calculated in part (a)**

#### **NOTE**

**You MUST show all of your workings.**

Many candidates did not attempt this question which would suggest either that some training centres do not cover the subject or that some candidates do not understand the processes and calculations involved in calculating the number of buses and drivers required to operate a service.

The common errors were to incorrectly work out the total journey time for each service or to use the wrong headway time.

The case study stated that the service operated hourly, this obviously means that the headway is 60 minutes.

There's more than one way of setting out the calculation in part (b), two ways are shown below.

(a) Route 1:  $80 \text{ min} \div 60 \text{ min} = 1.33$  (2) buses

Route 2:  $108 \text{ min} \div 60 \text{ min} = 1.8$  (2) buses

Route 3:  $115 \text{ min} \div 60 \text{ min} = 1.91$  (2) buses

(b) Total 6 buses  $\times$  15hrs each = 90 bus hrs.

$90 \div 9 \text{ hr shift} = 10 \text{ duties} \times 7 \text{ days} = 70 \text{ duties per week}$

$70 \div 5\text{-day week} = 14 \text{ drivers}$

Or

$90 \text{ bus hours} \times 7 \text{ days} = 630 \text{ hours} \div 45\text{-hour week} = 14 \text{ drivers}$

### **Question 5**

**You are keen to acquire more business in the Ashford area and in anticipation of this, you want to base some coaches at TS Hire's depot.**

**Outline SEVEN actions related to operator licensing which you will need to complete, before you are able to base coaches at this site.**

The crucial aspect to this question is that Ashford is in a different Traffic Area to Aldershot and that therefore, before vehicles can be based there, a new operator licence application will have to be made and approved.

It is worth reminding candidates at this point that where a question asks for ACTIONS, then marks will only be given for answers which include a verb.

Operator licensing is obviously a central and important part of this examination and in order to satisfy the requirement of Professional Competence, candidates are expected to be able to demonstrate a thorough knowledge of this subject area. For this reason, there is always a question about operator licensing in every examination, so candidates would be well advised to ensure that they understand it in detail, before sitting the exam.

### **Question 6**

**In view of recent prohibitions, you have decided to review the vehicle safety inspection procedures, following the guidance provided in the recently updated DVSA Guide to Maintaining Roadworthiness ("The Guide").**

**The Guide states that, 'safety inspections should, where it is practicable, be programmed to follow a time-based pattern. The frequency at which inspections are undertaken should be determined by assessing the level of mechanical degradation likely to be incurred over a period as a result of the vehicle's usage. This will depend on such factors as:'.**

**Give SEVEN factors that the Guide suggests should be considered when setting safety inspection intervals.**

This examination is an 'open book' exam, meaning that candidates are permitted to take any written materials into the examination room. One of the recommended items of reading material for all students is The DVSA Guide to Maintaining Roadworthiness and it

is important that not only candidates, but more importantly, Transport Managers always have the current versions of all guides available to them. The Guide referred to above and in the question was updated quite recently, with the updated version listing several different factors to consider when setting safety inspection intervals. A number of the factors given in older versions were no longer listed.

This question specifically referred to the updated version of the guide and therefore, marks were only awarded to candidates who listed factors contained within this updated version.

**Chief Examiner**  
**9<sup>th</sup> April 2024**